STATE STUDENT ASSISTANCE COMMISSION OF INDIANA

2004 Instructions for Using Hoosier *Scholar Online Database* (SOLD)

The Hoosier Scholar Award is a merit-based scholarship awarded to graduating high school students who have achieved academic excellence. Scholars nominated by high school counselors are eligible to receive a $500 non-renewable scholarship which may be applied toward any educational expense. The funds are disbursed during the first semester of the freshman year in college. Counselors *must* nominate one to three *primary candidates* and two to six *alternate candidates* depending on the size of the graduating class. The following general requirements apply to the Hoosier Scholar Award program, but additional selection criteria and applications may be put in place by the high school guidance counselors.

The student must:
1. Be a senior at an accredited Indiana high school
2. Be an Indiana resident
3. Rank in the top 20% of the high school graduating class
4. Plan to attend an approved Indiana institution of higher education as a full time student

In the past, the State Student Assistance Commission of Indiana (SSACI) collected scholar candidate information using a paper format which took numerous labor hours to process. In an effort to streamline and better facilitate the scholar data collection process, we have developed the Hoosier *Scholar Online Database* (SOLD). SOLD is designed to collect all information necessary to grant awards, such as the full name, social security number (SSN) and date of birth (DOB) of each primary and alternate candidate. *You must submit the personal information of all candidates and alternates in a single session. The information will not be saved unless the forms are completed in their entirety.*

Student information submitted to SSACI through SOLD is stored on a secure server requiring a user name and password for access. All data are encrypted when transmitted over the Internet for maximum privacy, confidentiality, and security. Stored data are backed up regularly and held in the highest confidence. The SOLD application is available whenever the user has access to the Internet.

General Security Agreement – SSACI trusts that only authorized high school staff will have access to SOLD data entry. The General Security Agreement must be reviewed by high school personnel and remains in effect until SSACI revises or revokes it. All high school staff working with SOLD must abide by the principals set forth in the Agreement.

SOLD DATA ENTRY

Data accuracy is integral to the success of this process. Entering the correct social security number, last name, first name and date of birth for each student is extremely important. *Also, you must enter SSN, Names, and other requested information of "primary candidates" before entering similar information of "alternate candidates".*
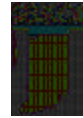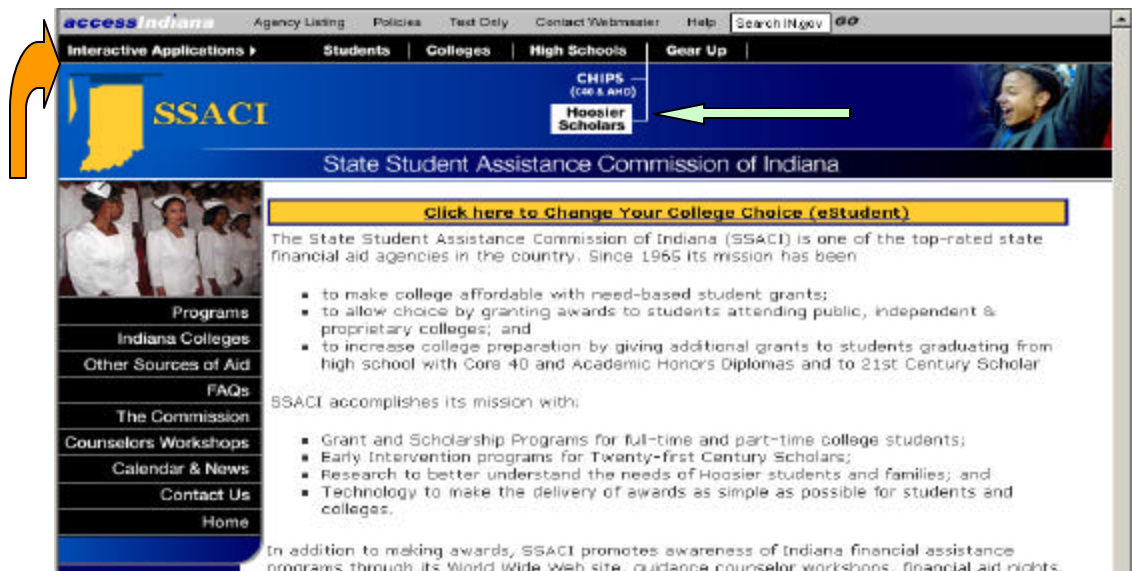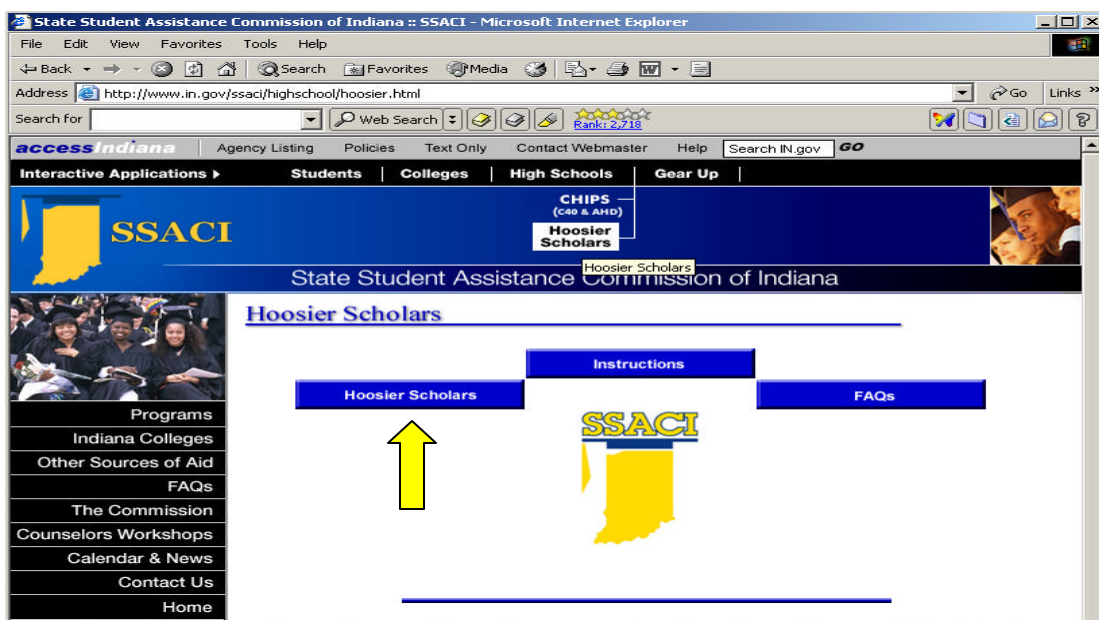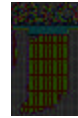
Accessing SOLD and Logging On

SOLD is accessed using the URL: www.IN.gov/ssaci. Once you are in the main web-page, select the "High Schools" button from the INTERACTIVE APPLICATIONS menu. Then click the "Hoosier Scholars" button.

Logging On

As soon as you access the Hoosier Scholar area of SSACI's web page, you will see a window that looks like this:

Then click on the appropriate "bar" to go to one of the following areas:
Hoosier Scholar Data Input (User Name and Password Required)
Instructions
Frequently Asked Questions

SOLD Data Input
Once you click the "Hoosier Scholar Data Input" button, an authentication box will pop up and you will be asked to supply your *User Name* and *Password,* which are provided on the cover letter sent to you via regular mail. ***The User Name and Password are case sensitive!*** Please turn off your Caps Lock button prior to entering the information and use the shift key where capital letters are called for.
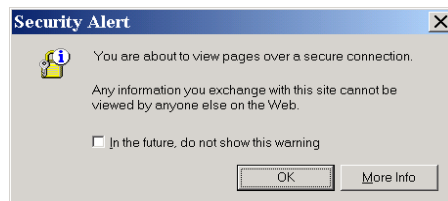
Once your User Name and Password have been entered, you will be in the data collection area of SOLD. The screen will look like this:

On this page, you are required to enter your school's graduating class size from the dropdown box. You must have an accurate count of students who are expected to graduate in May. The

number you select from the dropdown box will determine how many students you can nominate for the Hoosier Scholar Program.

> *For example*:
> Schools with 1 to 50 graduating students can nominate one primary candidate and two alternates, whereas schools with 51 to 300 graduating students can submit names of two primary candidates and four alternates. Similarly, a school with more than three hundred graduating students can submit names of three primary candidates and six alternates for the program.

Also, make sure that you enter the names of only those students who are graduating in 2004. You may not enter the names of previous or future year candidates and alternates by changing the Graduation Year field. Also, you must enter information of "primary candidates" before entering information of "alternate candidates".

Click the "continue" button once you have selected an appropriate graduating class size. A new screen will appear following this action. The new screen will look like this:

Adding a Student's Records

It is in this area that you enter individual student data. Use the drop-down menu to select the student's gender, state of residence and college choice. Once you have entered all required data, click the "Add Candidate" button to enter an additional candidate or alternate.

SSN
The student's social security number (SSN) must be entered as 9 digits, with (123-45-6789) or without (123456789) dashes. Any other data entry will result in an error, which will be displayed on screen. You cannot proceed with data entry or updates until the SSN is properly entered. The SSN entered must match the number on the student's Social Security card.

Last Name
Enter the student's last name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the last name as it will appear on the student's diploma.

First Name
Enter the student's first name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the first name as it will appear on the student's diploma. Avoid abbreviations and nicknames such as "Chris" for "Christopher" or "Missy" for "Melissa".

DOB
The student's date of birth (DOB) must be entered as 8 or 10 characters: 8 digits from 0 to 9 with or without slashes. If a student's DOB is January 7, 1986, it must be entered as 01/07/1986 or 01071986. The format must be mm/dd/ccyy or mmddccyy where "mm" is a valid month, 01 to 12; "dd" is a valid day of the month, 01 to 31; and "ccyy" is a valid year, for example, "1986", where the "19" or century part is required. Editing is done on the DOB to make sure it is valid and reasonable. For example, "1992" and "1993" are unreasonable birth years for high school seniors[1]. Errors are reported in "red letters" and must be fixed before the data is accepted.

Phone Number
The student's phone number must be entered as 10 digits, with (317-232-2350) or without (3172322350) dashes. Any other data entry will result in an error, which will be displayed on screen. You cannot proceed with data entry until the phone number is properly entered.

Student's College/University Choice
The Hoosier scholar award is granted to students who plan to attend approved Indiana institutions of higher education as full time students. For this reason, it is imperative that you report the name of the Indiana college/university that student wishes to attend. This can be done by selecting a college/university name from a dropdown box.

Student's Address
SSACI may need to contact the Hoosier Scholars (candidates and alternates) or send certificates via regular mail. To facilitate this process, SSACI needs the scholars' full address. *You cannot proceed with data entry until the full address is properly entered.*

Adding Additional Candidates or Alternates
Click the "Add Candidate" button once you have filled out all required fields. The following message will appear on the screen:

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[1] On the other hand, if you have a 12-year to nominate, we will be glad to update our system manually. Just call us.

The pop up message will ask you if you want to submit personal information of the candidate. It will also inform you that "once data is entered it cannot be changed without contacting SSACI. If you are certain about adding the student's information click the "OK" button. Subsequently, names, addresses, and other information of students will appear on the bottom of the data entry page. Please note that "**P**" stands for primaries and "**A**" stands for alternates.

Conformation Page

Once you have entered information of all primary candidates and alternate candidates, the confirmation page will appear. ***Make sure that information of "primary candidates" is listed before that of "alternate candidates".*** Please review all the information and print a copy for your records.

| access Indiana | Agency Listing | Policies | Text Only | Contact Webmaster | Help | Search IN.gov | GO |

Hoosier Scholar Nomination Form

user: AHC40445

BENTON CENTRAL JR/SR HIGH SCHOOL (0445)   4241 E 300 S   OXFORD

2004   Help

Show Students

You have successfully submitted the Hoosier Scholar Nomination form to SSACI.

Print and keep a copy for your records

If you need to make any changes to the submitted records, please contact Ada Sparkman at (317) 232-2355.

Number	Candidate	SSN	Last Name	First Name	M.I.	Date of Birth	Gender	Full Address	Phone Number	GPA	Class Rank	Student's College Choice
1	P	009-65-1234	Doe	John	M	10/12/1984	M	150 W. Market Street Indianapolis, IN 46204	317-232-2350	4.0	1	Oakland City University
2	A	009-12-3465	Sparkman	Ada	M	10/12/1980	F	150 W. Market Street Indianapolis, IN 46204	317-232-2350	4.0	1	Ball State University
3	A	123-45-6987	Dangol	Ramesh	M	10/12/1980	M	150 W. Market Street Indianapolis, IN 46204	317-232-2350	4.0	1	Calumet College of St. Joseph's

Return to SSACI homepage

STATE STUDENT ASSISTANCE COMMISSION OF INDIANA

General Security Agreement for the Use of the Commission's
Hoosier Scholar Online Database (SOLD)

The Hoosier Online (SOLD) referred to in this agreement is the system used by the Commission and an eligible high school (Institution) to exchange information about high school students as part of their application for state financial aid. The use of SOLD by Institution counselors is an essential part of delivering state financial aid to Indiana students and families. In lieu of a written and counselor signed certificate, it is understood that by logging into and entering or uploading a student record into SOLD, the Institution and its counselors agree that:

1. Each counselor has Internet access on a computer using either of the browsers Internet Explorer 4.0 or later or Netscape 4.77 or later, with appropriate settings to access the Commission's secure Internet server via the URL http://www.in.gov/ssaci/highschool/.

2. Passwords and user identification numbers (IDs) used to access SOLD are to be treated as confidential information. The Institution will authorize a limited number of employees to have access to SOLD. Moreover, employees of the Institution will not share passwords and IDs with anyone except Institution-authorized persons.

3. Computerized files created by or for the Commission and all information and documents associated with these files are considered owned by the Commission once they are transmitted to the Commission. To the extent authorized by law, these files and the data contained within these computerized files will be treated with the utmost confidentiality.

4. The Institution will take reasonable precautions to protect the data owned by the Commission from unauthorized access, change or destruction. Data will not be altered, destroyed, copied, uploaded, or downloaded from SOLD except as authorized by the Commission.

5. It is understood that, if it appears to be urgent and necessary, the Commission reserves the right to revoke, without notice, the electronic access it has granted to the Institution.

6. The Institution will take reasonable precautions to make sure that any employee whose change in employment status or duties no longer necessitates access to the Commission's data is denied access to that information.

7. The Institution will comply with all appropriate federal and state of Indiana information security and confidentiality laws and the Commission's security and confidentiality policies and procedures.

8. The Institution will maintain a historical record that identifies to the Commission or its representative the individual(s) who create, update or transmit the Commission's data.

9. To the extent authorized by law and caused by the negligence or intentional misconduct of itself, its employees or agents, the Institution will accept liability for any direct or consequential damages to the Commission and its databases.

10. Based on seventh semester grades, the SOLD information submitted via the Internet is a true and accurate list of those students who meet all Hoosier Scholar Award requirements stipulated by SSACI.

If you have any questions concerning the program or reporting process, please contact the following individuals:

Primary Contact:

Ada Sparkman
Hoosier Scholar Coordinator
Phone: (317) 232-2355
E-mail: asparkman@ssaci.in.gov

Secondary Contact:

Ramesh Dangol
Assistant Director, Grants Division
Phone: (317) 232-2368
E-mail: rdangol@ssaci.in.gov